

11 January 1974

MEMORANDUM FOR: Records Administrative Branch

SUBJECT : Request for Change to Records
Control Schedule No. 23-72.

It is requested that the following change be made to the Office of Current Intelligence Record Control Schedule 23-72.

European Division:

Regional and Organizational Branch. The disposition instruction of Item No. 1 "Ro and Economic Activities Files," should be changed to read as follows:

"Temporary. Screen files periodically, destroy files when no longer of current interest (except that inactive files determined to have future value may be transferred to the Records Center for a two year retention period, then destroyed.)"


Records Management Officer, OCI

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APPROVED: 

Chief
Records Administration Branch

28 Jan 74
Date

RECORDS CONTROL SCHEDULE

SCHEDULE NO.

23-72

25X1A

CONCURRENCE

OFFICE, DIVISION, BRANCH

OCI/EUR/RO

SIGNATURE

TITLE Chief, Regional & Organizations Branch

DATE 18 July 72

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

20.0

Temporary. Destroy when obsolete. Review and purge files annually. Screen files periodically, destroy files when no longer of current interest (except that inactive files determined to have future value may be transferred to the Records Center for a 2-year retention period, then destroyed.) (See Memo Dtd 11 Jan 74) 28 Jan 74 PW.

2

10.0

Temporary. Destroy when obsolete. Review and purge files annually.

3.

10.0

Temporary. Destroy when obsolete. Review and purge files annually.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>REFERENCE PUBLICATIONS</p> <p>These are unclassified publications, studies, and books, maintained in book-cases, which are needed by Branch analysts in the preparation of their reports, and in answering queries from outside the Agency as well as from other components within CIA. They include both official and unofficial material.</p>	20.0	<p>Temporary. Destroy when obsolete. Review and purge files annually.</p>

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SCHEDULE NO.
2372

25X1A

RECORDS CONTROL SCHEDULE

CONCURRENCE


OFFICE, DIVISION, BRANCH

OCI, EUROPEAN DIVISION, NORTH EUROPEAN BRANCH

Chief, North European Branch 6/8/72

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>CLASSIFIED CURRENT INTELLIGENCE FILES</p> <p>These are the basic substantive files of the Branch. They are organized by countries, and, within them, by subject matter according to the same general</p>	58.0	Temporary. Screen files periodically and destroy material no longer of current interest (except that inactive may be transferred to the Records Center for a two year retention period, then destroyed).
2	<p>BRANCH PRODUCTION FILES</p> <p>These are copies of all the Branch's work articles for the regular publications, memoranda, briefings, and miscellaneous work. They are maintained for reference purposes in each country file.</p>	4.0	Temporary. Destroy when obsolete or no longer of current interest.
3	<p>NIS</p> <p>These consist of finished National Intelligence Survey (NIS) sections on the eleven countries for which NE is responsible.</p>	6.0	Temporary. Destroy when out of date.
4	<p>BRANCH ADMINISTRATIVE FILES</p> <p>These consist of administrative notices and regulations received by the Branch as well as administrative guidelines and notes originating within the Branch. Some substantive material of interest to the whole Branch is also kept with this set of files.</p>	3.0	Temporary. Destroy when obsolete or no longer needed. Retain in current files area. Screen files annually.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5	LIBRARY MATERIAL		
	Books obtained on indefinite loan from the Agency Library and pertaining to the work of the Branch.	5.0	Temporary. Return to the Library upon request or when no longer needed.
6	OTHER UNCLASSIFIED REFERENCE MATERIAL		
	This consists mostly of foreign newspapers and magazines, foreign books purchased for us in the field, and FBIS books.	48.7	Temporary. Books to be offered to the Library when no longer needed. Destroy other material.
7		1.0	Permanent. Disposal not authorized. Transfer to records center when no longer needed in current area.
8	ANALYSIS REFERENCE FILES		
	This consists of reference materials used by the analysis on a daily basis.	23.0	Temporary. Screened and destroyed regularly.

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Approved For Release 2001/03/03 : CIA-RDP78-07317A000100230002-7

RECORDS CONTROL SCHEDULE

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SCHEDULE NO. 23/72

25X1A

CONCURRENCE

SIGNATURE

TITLE

CB/SUK

19 July 72

OFFICE, DIVISION, BRANCH

EUROPEAN DIVISION, SOUTHERN EUROPE
BRANCH

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>BRANCH ADMINISTRATIVE FILES</p> <p>Consist of memoranda and form documents reflecting substantive functions of the branch activities. The file contains in and out memos, position descriptions, briefings, operational procedures, orientation lectures, and others. Filed according to subject. Notices and other papers relating to leave, overtime, personnel matters, travel, training, security, regulations, CIA notices and other. (Current) Branch administration memos, notices, JOT requirements, etc.</p>	8.5	<p>Temporary. Screen files periodically, destroy files when no longer of current interest (except that inactive files determined to have future value may be transferred to the Records Center for two years then destroyed).</p> <p>(per memo 13 Jul 1973) <i>RA out 73</i></p>
2	<p>PRODUCTION FILES</p> <p>Items published by the branches of the division which are retained for reference purposes. Filed by branch. These include CIB and CIWR items as well as memos. Published items produced by SUK. Clipped from CIB and CIWR. Also memos, briefing papers, and special projects. Filed chronologically.</p>	12.0	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
3	<p>REFERENCE PERIODICALS</p> <p>Open files of Foreign Affairs Quarterly, Statesman's Yearbook and other books. Open files of recent French, Italian, Spanish, British, and Canadian newspapers, magazines, parliamentary debates, records, etc.</p>	60.0	<p>Temporary. Destroy when obsolete or no longer needed.</p>

Approved For Release 2001/03/03 : CIA-RDP78-07317A000100230002-7

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ITEM NO.	DESCRIPTION	VOLUME	INSTRUCTIONS
4	PERSONNEL RECORD CARD		
	OF-4b "Employee Record Card" maintained for each employee in the Branch. Card contains record of all personnel actions.	0.2	Temporary. Destroy upon transfer or separation of employee.
5	TS LOG		
	Consists of logs maintained for control of TS cables and documents received in the Branch. Log contains signatures of recipients when disposition is made to other OCI Divisions. Maintained chronologically.	0.4	Temporary. Destroy 10 years after documents have been destroyed, downgraded, or transferred out of the control area.
6.	SPECIAL ASSISTANT FILES		
	Consists of day-to-day working papers. Includes both substantive and administrative papers.	4.0	Temporary. Destroyed when action completed.
7.	CURRENT INTELLIGENCE FILES		
	Collections of cables, airgrams, intelligence reports and other documents	75.0	Temporary. Screen files periodically, destroy files when no longer of current interest (except that inactive files determined to have future value may be transferred to the Records Center for two years then destroyed).
	[REDACTED] prepared for OCI publications, memos and briefings.		(per memo 13 Jul 1973) 1800 RD.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8	<p>NIS MATERIAL - OCI NIS Research Officer</p> <p>a. Reference Publications - Published NIS sections.</p> <p>b. Notes and Drafts - Special material for NIS Sections in process or in prospect.</p>	6	<p>Temporary. Destroy finished NIS Sections when published.</p>
9	<p>LIBRARY MATERIAL</p> <p>Dictionaries, yearbooks, technical studies, and other reference works on indefinite loan.</p>	5.4	<p>Temporary. Destroy finished NIS Sections when published.</p>
		24.5	<p>Temporary. Return to Library when no longer needed.</p>

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RECORDS CONTROL SCHEDULE			SCHEDULE NO. 23-71	25X1A
OFFICE, DIVISION, BRANCH			CONCURRENCE	
EUROPEAN DIVISION - EASTERN EUROPE BRANCH			TITLE Chief, E.E. Branch	DATE May 1972
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1	<p>BRANCH ADMINISTRATIVE FILE</p> <p>Accumulates the general administration of the activities of the Branch. Consists of copies of correspondence, cables, directive, requirements and other memoranda accumulated in the Branch. The file also includes dispatches, duty lists, chronologies, and index to the Bulletin and other papers required for day to day operations. Official documents are maintained elsewhere in the organization. Filed by subject category. (1955 to date)</p>	6.0	Temporary. Destroy when obsolete or no longer needed. Retain in current file area. Screen files annually.	
2	<p>LIBRARY MATERIAL</p> <p>A collection of technical books personally owned or obtained on indefinite loan from the Library, or from Thompson Library. Included are Political Handbooks, books and other publications relating to the various countries of Eastern Europe.</p>	44.0	Temporary. Disposal not authorized. Return to CIA Library when no longer needed.	
3	<p>REFERENCE PUBLICATIONS</p> <p>These are collections of published documents classified and unclassified obtained from various sources and maintained in the Branch for reference purposes.</p> <p>(cont)</p>			

ITEM NO.	DESCRIPTION	VOLUME	DISPOSITION INSTRUCTIONS
3	<p>a. This includes those portions of the CI Bulletin and the CIW Summary which were contributed by this Branch or other areas of interest to the analysts. Files are maintained by country and chronologically. (1960 to date)</p> <p>b. Included in this group are National Intelligence Surveys, State Department Reports and classified studies.</p> <p>c. Included in this group are FBIS Reports, Press Review, newspapers and other unclassified research aids.</p>	<p>8.0</p> <p>16.0</p> <p>108.0</p>	<p>Temporary. Retain indefinitely for reference purposes. Periodically review and destroy when no longer of current interest.</p> <p>Temporary. Retain indefinitely for reference purposes. Screen periodically and destroy when no longer of current interest.</p> <p>Temporary. Destroy when obsolete or no longer of current interest.</p>
4	<p>CURRENT INTELLIGENCE ANALYSTS FILES</p> <p>These are collections of various types of documents and intelligence information relating to the Eastern European Satellite countries. Files are maintained by the individual analysts according to an area or assignment and are used as source and reference in preparing items for OCI publication and briefings.</p> <p>Analysts Collections - Consist of all source documents containing intelligence information and maintained by each analyst according to his area of assignment. Filed according to National Standard numerical system.</p>	<p>200.00</p>	<p>Temporary. Screen files periodically and destroy material no longer of current interest (except that inactive files determined to have future value may be transferred to the Records Center for a two year retention period, then destroyed.)</p>

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RECORDS CONTROL SCHEDULE			SCHEDULE NO. 23/72	25X1A
OFFICE, DIVISION, BRANCH OFFICE OF CURRENT INTELLIGENCE, EUROPEAN DIVISION, SOVIET EXTERNAL BRANCH			CONCURRENCE	
			TITLE Chief, Soviet External Branch	DATE 19 July
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1	CURRENT INTELLIGENCE FILES These are collections of various source documents containing intelligence information relating to Soviet External Affairs. Files are maintained by analysts or at the Branch level according to an area of interest or assignment and are utilized for reference purposes in preparing contributions to Current Intelligence Publications or briefings. Included are Central Intelligence Bulletins, Weekly Review, Intelligence Memos, NIEs, and SNIEs, NIS, Soviet Developments, Current Sino-Soviet Relations, Briefings, Trends, etc.	14.0	Temporary. Screen periodicals periodically and destroy that material no longer needed (except that inactive material determined to have future value may be transferred to the Records Center for a two year retention period, then destroyed).	
1a	COUNTRY FILES Consists of the analysts' collections of information reports, cables, extracts, notes and other papers on US policy toward the following geographic areas: South East Asia, Far East, Middle East, Africa, Latin America, Western & Eastern Europe, and US-USSR.	120.0	Temporary. Screened periodically and destroyed when no longer needed (except that material determined to have future value may be transferred to the Records Center for a two year period, then destroyed).	
2	PROJECT FILES Current Intelligence Materials that have come about as a result of the Moscow	12.0	Temporary. Material retained indefinitely or when transferred to Records Center	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3	<p>summit meeting. Daily cables to and from the field, and memos concerning the SALT talks.</p> <p>REFERENCE MATERIAL</p> <p>Consists of collections of publications from other offices and agencies which are maintained for reference and use of the Branch. Included are newspapers, periodicals, dictionaries, FBIS books, etc.</p>	18	<p>for a 2 year period, then destroyed.</p> <p>Temporary. Destroy when obsolete or no longer of current interest.</p>

OFFICE, DIVISION, BRANCH		SCHEDULE NO.		25X1A
RECORDS CONTROL SCHEDULE		CONCURRENCE		
OFFICE OF CURRENT INTELLIGENCE-SOVIET INTERNAL BRANCH		TITLE		Chief, Soviet Internal Branch 9 May 72
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1.	BRANCH ADMINISTRATIVE FILE Consists of memoranda, notes, notices and other documents necessary for day to day operations of Branch activities and in maintaining liaison activities with other agencies. Some of the specific subject titles are Meetings, Liaison, NSC, FDD, and others.	2.0	Temporary. Destroy when obsolete or no longer needed. Retain in current file area. Screen files annually.	
2.	REFERENCE PUBLICATIONS FILE Consists of collections of publications from other offices and agencies which are maintained for reference and use of the branch. These include FBIS, Rand Reports, FDD Summaries, Current Digest of the Soviet Press, Soviet newspapers, periodicals and others.	85.0	Temporary. Destroy when obsolete or no longer of current interest.	
3.	LIBRARY MATERIAL A collection of technical and general reference books obtained from the library or indefinite loan and used as aids in preparing contributions. Included are foreign language dictionaries, the Soviet Encyclopedia, Soviet Civil Law and others relating to Soviet affairs.	32.0	Temporary. Return to the library when no longer needed for current reference.	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>CURRENT INTELLIGENCE FILES</p> <p>These are collections of various source documents containing intelligence information relating to Soviet Internal Affairs. Files are maintained by analysts or at the Branch level according to an area of interest or assignment and are utilized for reference purposes in preparing contributions to Current Intelligence Publications or briefings.</p> <p>a. Source Material - Consists of the analysts' collections of information reports, cables, extracts, notes and other papers on individual areas of interests. Filed by subject.</p> <div data-bbox="207 1413 837 1564" style="background-color: black; width: 388px; height: 72px; margin: 10px 0;"></div> <p>c. Clipped Items - These items have been clipped from Current Intelligence publications and maintained at the Branch level for reference purposes.</p> <p>d. Biographic Card Files - Consists of 3 x 5 and 5 x 8 cards containing information on Soviet personalities, positions occupied, organizations, political groups and other committees. Filed by category.</p>	<p>70.0</p> <p>16.0</p> <p>3.0</p> <p>14.0</p>	<p>Temporary. Screen periodicals periodically and destroy that material no longer needed (except that inactive material determined to have future value may be transferred to the Records Center for a two year retention period, then destroyed).</p> <p>Temporary. Screen periodically and destroy these no longer of current interest.</p> <p>Temporary. Destroy when obsolete or no longer needed for reference purposes.</p> <p>Temporary. Retain indefinitely. Screen periodically and destroy that material no longer of interest.</p>

RECORDS CONTROL SCHEDULE

CONCURRENCE

OFFICE, DIVISION, BRANCH

FAR EAST DIVISION - OFFICE OF THE CHIEF

SIGNATURE

TITLE

Chief, Far East Division

DATE

18 JUN 56

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	PERSONNEL RECORD FILE Consists of file folders for administrative purposes and history of Division personnel.	2.0	Temporary. Destroy upon separation or transfer of employees.
2	ADMINISTRATIVE RECORD FILE Consists of memoranda and form documents required in administration of Division duties. Subjects included are Procedures, Requirements, Training, Travel, Personnel, Regulations, memoranda, etc.	2.0	Temporary. Destroy when obsolete or no longer needed. Retain in current file area. Screen files annually.
3	GENERAL REFERENCE FILE Collection of various publications, Division contributions to OCI publications, memos, and other types of publications containing information relating to the Division.	3.8	Temporary. Review files periodically and destroy material no longer of current interest.
4	TS LOG Consists of log used to record receipt and distribution of TS cables and documents in the Division.	.2	Temporary. Destroy 10 years after documents shown on forms are downgraded, transferred to Records Center, destroyed or sent outside Control point.

ITEM NO.		Approved For Release 2001/03/03 : CIA-RDP78-07317A000100230002-7		INSTRUCTIONS
5	<p>REFERENCE PERIODICALS</p> <p>Consists of collection of unclassified publications, FBIS reports and other periodicals relating to the Far East Division.</p>	7.5	Temporary. Destroy when obsolete or no longer needed for current reference.	
6	<p>NSSMs</p> <p>Consists of completed and pending NSSMs and related documents.</p>	2.0	Temporary. Destroy when obsolete or no longer needed for current reference.	

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Approved For Release 2001/03/03 : CIA-RDP78-07317A000100230002-7

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SCHEDULE NO. 23/72

25X1A

RECORDS CONTROL SCHEDULE

OFFICE, DIVISION, BRANCH

FAR EAST DIVISION - Production Research Officer

CONCURRENCE

SIGNATURE

TITLE
Production Research Officer

15 JUN 1972

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>NIS FILES</p> <p>Consists of published NIS sections on the Far East Division, drafts of NIS sections in various stages of production, instructions and general guidance material for producing the NIS, and a few basic documents for factual reference, and administrative memoranda covering such things as schedules, transmittal sheets, inquiries to the field, and comments of the reviewing agencies.</p>	7.0	<p>Temporary. Published sections are destroyed when superseded. Drafts are destroyed when the section is published. Other material destroyed when obsolete.</p>

Approved For Release 2001/03/03 : CIA-RDP78-07317A000100230002-7

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Approved For Release 2001/03/03 : CIA-RDP78-07317A000100230002-7

RECORDS CONTROL SCHEDULE			23- [REDACTED]
OFFICE, DIVISION, BRANCH			SIGNATURE
Vietnam Task Force - Far East Division			DATE
			Chief, Vietnam Task Force - 5 June 1972
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	ADMINISTRATIVE FILE Consists of memoranda and form documents required in administration of Task Force activities. Subjects included are Procedures, Requirements, Training, Personnel, Regulations, memoranda, and others	8.0	Temporary. Destroy after 1 year or when superseded. Review file annually and destroy inactive material.
2.	GENERAL REFERENCE FILE Collection of various publications, basic Vietnamese documents, Task Force contributions to OCI publications, memos, State Dept. reports, and other types of publications containing information relating to the Task Force. Files maintained on Task Force level by categories and chronologically thereunder.	32.0	Temporary. Review files annually and destroy material no longer of current interest.
3.	TS LOGS Consists of Logs used to record receipts and distribution of TS cables and documents in the Task Force.	1.0	Temporary. Destroy 10 years after documents shown on forms are downgraded, transferred to Records Center, destroyed, or sent outside control point.
4.	LIBRARY MATERIAL Books relating to Vietnam, Also includes language dictionaries and gazeteers.	2.0	Temporary. Disposal not authorized. Return to Library when no longer needed for current reference.

Approved For Release 2001/03/03 : CIA-RDP78-07317A000100230002-7

ITEM NO.	FILES IDENTIFICATION	VOLUME	INSTRUCTIONS
5	<p>REFERENCE PERIODICALS</p> <p>Consists of collection of publications, newspapers, FBIS reports, and other periodicals relating to Vietnam.</p>	10.0	Temporary. Destroy when obsolete or no longer needed for current reference.
6	<p>CURRENT INTELLIGENCE ANALYSTS FILE</p> <p>Consists of source documents containing intelligence information relating to Vietnam. Files are maintained by the Branch or analysts according to areas of interest. Files are used as reference and source in preparing contributions to publications and briefings.</p> <p>a. Source material - Consists of information reports, clippings, notes, cables, abstracts, and other types of documents containing intelligence information of interest to analysts. Files by subject and area.</p> <p>b. Card files - [REDACTED] clippings, filed alphabetically and by country.</p> <p>c. Other Files - special studies, contributions to special projects and other misc.</p> <p>d. Classified Maps - Enemy order of battle.</p> <p>e. Film Records - Consists of Military Assistance Command, Vietnam Intell. Summary, and Weekly Intelligence Estimate Update.</p>	<p>90.0</p> <p>1.0</p> <p>1.0</p> <p>8.0</p> <p>1.0</p>	<p>Temporary. Screen files periodically and destroy inactive material no longer of current interest.</p> <p>Temporary. Destroy when obsolete or no longer of current interest.</p> <p>Temporary. Destroy when obsolete or no longer of current interest.</p> <p>Temporary. Destroy when obsolete or no longer of current interest.</p> <p>Temporary. Destroy after twenty-five years. Transfer to the Records Center when no longer needed for current reference. At the end of twenty-five years files are to be returned for review.</p>

RECORDS CONTROL SCHEDULE

OFFICE, DIVISION, BRANCH

FAR EAST DIVISION - SOUTHEAST ASIA BRANCH

CONCURRENCE

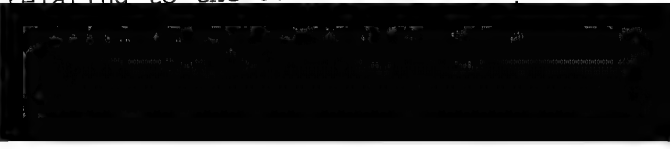
SIG

TITLE

Chief, Southeast Asia

DATE

19 JUN 1972

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	REFERENCE PUBLICATIONS FILES These include publications produced by the Agency and material from other sources which are retained for reference purposes.	1.0	Temporary. Destroy when superseded or no longer needed for reference purposes.
2	BRANCH PRODUCTION FILES Consists of items contributed by this Branch and other offices and those published in the Bulletin, Weekly Review and FE Highlights. Items are clipped and filed chronologically in notebooks under a major subdivision by country. Maintained for Branch reference.	9.0	Temporary. Destroy when no longer needed for reference purposes.
3	LIBRARY MATERIAL A collection of books and magazines for use as background material for this geographical area.	14.0	Temporary. Return to the Library when no longer needed for reference purposes.
4.	CURRENT INTELLIGENCE ANALYSTS FILES These are collections of all source documents and intelligence information relating to the countries of Southeast Asia. 	82.0	Temporary. Screen files periodically and destroy material that is obsolete or no longer needed for reference purposes (except that material which is determined to have future value may be transferred to the Records Center for a two-year period, then destroyed).

ITEM NO.	FILES IDENTIFICATION	VOLUME	INSTRUCTIONS
4	<p>CURRENT INTELLIGENCE ANALYSTS FILES (contd)</p> <p>Files are maintained by individual analysts according to area of assignment. Files are used as reference and source in preparing items for OCI publications and briefings.</p> <p>a. Source Material - includes information reports, cables, notes, clippings, maps, extracts from reports and other types of documents containing information of interest to the analyst. Filed by country and subject.</p>	1	<p>Temporary. Screen files periodically and destroy sections that have been replaced by current editions.</p>
5	<p>NIS PUBLICATIONS</p> <p>Publications put out by the National Intelligence Studies Program on individual countries for reference by analysts. (Discontinued)</p>		

RECORDS CONTROL SCHEDULE		SECRET		23-72		25X1A	
OFFICE, DIVISION, BRANCH				CONCURRENCE		SIGNATURE	
FAR EAST DIVISION - NORTH ASIA BRANCH				TITLE		JUN 1972	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS				
1	BRANCH PRODUCTION FILES	3.0	Temporary. Destroy when no longer needed for reference purposes.				
	a. Consists of the items contributed by this Branch and published in the CIB, Weekly and Highlights. Items are clipped from the publications and maintained in notebooks and envelopes. Files maintained by country for reference by the analysts. (1955 to date)						
	b. Copies of memos, Intelligence and Personnel. Retained for reference purposes.	1.0	Temporary. Destroyed when no longer needed for reference purposes.				
2.	LIBRARY MATERIAL	9.0	Temporary. Disposal not authorized. Return to the Library when no longer needed for reference purposes.				
	[REDACTED]						
3.	CURRENT INTELLIGENCE FILES	44.0	Temporary. Destroy when obsolete or no longer needed for reference purposes. Screen files periodically to remove inactive material (material which may have future value may be transferred to the Records Center for a two year period then destroyed.)				
	A collection of all source documents containing intelligence information relating to [REDACTED]. Files are maintained by the analysts according to individual assignments or areas of interest and are used in preparing items for inclusion in OCI publications and for briefings. The files contain cables, information reports, maps, extracts, notes, and publications or reports from other agencies. Files by country and subject.						

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RECORDS CONTROL SCHEDULE			SCHEDULE NO. 23-72	
OFFICE, DIVISION, BRANCH			CONCURRENCE	
FAR EAST DIVISION - CHINA [REDACTED] BRANCHES			SIGNATURE [REDACTED]	
			TITLE [REDACTED] DATE JUN 1970	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1	ADMINISTRATIVE FILE Consists of memoranda and form documents required in administration of Branch activities. Subjects included are Procedures, Requirements, Training, Personnel Regulations memoranda and others.	2.0	Temporary. Destroy when obsolete or no longer needed. Retain in current file area. Screen files annually.	
2	GENERAL REFERENCE FILE Collection of various publications, basic Chinese documents, Branch contributions to OCI publications, weekas, memos, watch reports, State Dept. Reports and Dispatches and other types of publications containing information relating to Branches. Files maintained on Branch level by categories and chronologically thereunder.	16.0	Temporary. Review files annually and destroy material no longer of current interest.	
3	TS LOGS Consists of Logs used to record receipts and distribution of TS cables and documents in the Branches.	2.0	Temporary. Destroy 10 years after documents shown on forms are downgraded, transferred to Records Center, destroyed or sent outside control point.	
4	LIBRARY REFERENCE PERIODICALS Consists of collection of publications, newspapers, FBIS reports, and other periodicals relating to China and Far East area.	55.0	Temporary. Destroy when obsolete or no longer needed for current reference.	

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SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	INSTRUCTIONS
5	CURRENT INTELLIGENCE ANALYSTS FILES	85.0	Temporary. Screen files periodically and destroy inactive material no longer of current interest (except that material which is determined to have future value may be transferred to the Records Center for a two year period and then destroyed).
25X B	<p>Consists of source documents, clippings, and publications containing intelligence information relating to China and Far East area, Sino-Soviet relations, foreign policies, and military activities. Files are maintained by the Branch or analysts according to areas of interest. Files are used as reference and source in preparing contributions to publications and briefings.</p>	26.0	Temporary. Destroy when obsolete or no longer of current interest.
25X B	<p>Card Files - Consists of [REDACTED] clipped items from publications and other groupings of special interest. Filed alphabetically and by country.</p>		

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 RECORDS CONTROL SCHEDULE

SECRET

23-72

25X1A

CONCURRENCE

OFFICE, DIVISION, BRANCH

MIDDLE EAST AFRICA DIVISION, OFFICE OF THE CHIEF

SIGN

TITLE

Deputy Chief, MZ/EAD/OCI 26 June 1972

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	ADMINISTRATIVE FILE These are memoranda, notices and form documents reflecting the administrative and substantive functions of the Division activities in producing current intelligence on the countries of the Middle East Africa Division. Specific subject titles include, Procedures, Notices and Regulations, Job Descriptions, Training and Others. Files are essentially documented in the Support Staff.	2.0	Temporary. Destroy when obsolete no longer needed. Retain in current file area. Review files annually.
2.	PERSONNEL ADMINISTRATIVE FILES Consists of individual folders maintained on division personnel for convenience of reference. Files are essentially duplicates of those maintained by the Administrative Branch but are retained for supervisory purposes.	2.0	Temporary. Destroy upon separation or transfer of employee.
3.	REFERENCE PUBLICATIONS Copies of publications received from various sources and maintained for reference of Division personnel. Included are National Intelligence Estimates, OCI publications, State Department Reports, Handbooks and various Journals. Filed according to title or category.	3.0	Temporary. Destroy copies as they are superseded and others on a monthly basis.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<p>TS LOGS</p> <p>Consists of logs used to record receipt and distribution of TS cables and documents in the Division. Also includes logs dated prior to 1955 which were acquired during reorganization. Files chronologically.</p>	1.0	Temporary. Destroy 10 years after document shown on forms are downgraded, transferred to the Records Center, destroyed or sent outside control point.
5.	<p>TS DESTRUCTION RECORDS</p> <p>These are certificates for recording destructions of TS material. Certificates contain signatures of witnessing officers. Copy furnished to Section Registration. (1963 to date)</p>	.1	Temporary. Destroy after 2 years. Retain in current files area for 2 years, then destroy.
6.	<p>DIVISION PRODUCTION FILES</p> <p>Intelligence Memos-copies of memos covering items of significant interest to the office. Items may or may not appear in publications or be used for briefing purposes. Maintained for reference of Division Personnel.</p>	1.0	Temporary. Retain indefinitely in current files area.
7.	<p>BRIEFING AND PRESENTATIONS FILES</p> <p>These are the Division contributions for formal briefings and presentations for DCI, NSC and others. Record copies maintained by Presentation Staff. (1960 to date)</p>	1.0	Temporary. Destroy after 5 years. Retain in current files area for 5 years then destroy.
8.	<p>AD HOC COMMITTEE FILES</p> <p>These are working papers and publications maintained for the Chairman of the Working Group, USIB Ad Hoc Committee on Arab-Israeli Situation. Record copies maintained by secretary to the group. Files maintained chronologically.</p>	2.0	Temporary. Destroy when group is dissolved and papers have served the purpose for which created.

Approved For Release 2001/03/03 : CIA-RDP78-07317A000100230002-7
 RECORDS CONTROL SCHEDULE

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SCHEDULE NO. 23/72 25X1A

CONCURRENCE

OFFICE, DIVISION, BRANCH

MIDDLE EAST AFRICA DIVISION - RESEARCH OFFICERS

SIGN

TITLE

DATE

Deputy Chief, MEAD/OCI 29 June 72

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	NIS ADMINISTRATIVE MATERIAL NIS schedules, program outlines, individual chapter guides, published NIS chapters dealing with Middle East and Africa; work notes, records, and rough drafts of NIS publications and graphics in process and completed; working manuscripts.	2.0	Temporary. Destroy when no longer needed or when superseded by more recent material.
2.	RESEARCH MATERIAL FOR NIS PROGRAM Cables, airgrams, US and foreign government reports, mainly of current nature, dealing with Middle East and Africa, used to keep Research Officers au courant during the period of preparation of specific NIS chapters.	2.0	Temporary. Destroy when no longer needed for specific purpose.
3.	LIBRARY MATERIAL Books, journals, pamphlets dealing with Middle East and Africa and containing basic information both current and historical, of value in connection with NIS program. Includes censuses, rules of parliamentary and election procedures, annual reports of ministries, periodical publications, of major political parties, five-year plans, national constitutions, guidebooks and handbooks.	.5	Temporary. Return to Library when no longer needed for reference purposes.

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RECORDS CONTROL SCHEDULE

CONCURRENCE

OFFICE, DIVISION, BRANCH

MIDDLE EAST AFRICA DIVISION -- [REDACTED]

SI [REDACTED]

TITLE Deputy Chief, MEAD/OCI DATE 29 June 72

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	REFERENCE PUBLICATIONS FILES These are publications obtained from various sources and utilized by the analysts in preparing branch contributions to OCI publications. Included are Foreign newspapers, FBIS reports, and others.	5.0	Temporary. Destroy when superseded or when publication becomes obsolete.
2.	BRANCH PRODUCTION FILE a. Clipping Books - contain items taken from the Bulletin or Weekly which were contributed by the Branch for publication. File maintained for reference purposes. (1960 to date) b. Special Reports - consists of contributions to the Watch Committee, items for NSC briefings, Presidential Briefings, Debriefings and other special reports produced by the Branch, maintained for reference purposes.	2.0 1.0	Temporary. Retain indefinitely in current files area. Screen annually and destroy obsolete material. Temporary. Screen periodically and destroy when no longer needed for reference purposes.
3.	LIBRARY MATERIAL A collection of books relating to [REDACTED] Middle East and other areas and topics in which the Branch maintains an interest.	10.0	Temporary. Return to the Library when no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	PAGE NUMBER	DISPOSITION INSTRUCTIONS
4.	CURRENT INTELLIGENCE ANALYSTS FILES		
25X1A	<p>These are collections of all source containing intelligence information relating to [REDACTED] and Middle East. Files are maintained by the Branch or individual analysts and used in preparing contributions for OCI publications, NIS, and briefings.</p> <p>a. Source Material - consists of information reports, cables, clippings, rough drafts extracts and other source documents. Files are maintained by country and then by library code number.</p>	70.0	Temporary. Screen files periodically and destroy obsolete material, except that inactive material which is determined to have future value may be transferred to the Records Center for two years then destroy.
25X1B	<p>b. Card Files - consist of 5 x 8 [REDACTED]</p>	5.0	Temporary. Destroy when information becomes obsolete or no longer needed for reference purposes.
5.			

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RECORDS CONTROL SCHEDULE

23-72

25X1A

CONCURRENCE

OFFICE, DIVISION, BRANCH

MIDDLE EAST AFRICA DIVISION -- South Asia

SIGNATURE

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DATE

Deputy Chief, MEAD/OCI 29 June 72

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH PRODUCTION FILES		
	a. Clippings File - contains items clipped from the Bulletin or Review that were contributed by this Branch. Fils are maintained by country and chronologically there under for convenience of reference by Branch personnel. (1960 to present)	2.0	Temporary. Retain in clipping book for one year then incorporate in source background files. Screen periodically and destroy.
	b. Special Reports - contain briefings to various committees, contributions to special cables, and special briefings. Maintained by subject category for Branch reference. (1954 to date)	2.0	Temporary. Retain indefinitely. Screen periodically and destroy obsolete material.
2.	REFERENCE PUBLICATIONS FILES		
	Copies of publications produced by various components and maintained for reference. Included are FBIS, NIE's, NIS, Maps, Gazeteers, Handbooks, Foreign Newspapers and others.	8.0	Temporary. Destroy FBIS clippings after three months; destroy other when superseded.
3.	LIBRARY MATERIAL		
	These are books relating to areas of Branch interest. Included are Handbooks on [REDACTED] Diplomatic Lists, International Statistics, Economic Relations and others.	30.0	Temporary. Return to the Library when no longer needed for reference purposes.

ITEM NO.	FILES IDENTIFICATION	VOLUME	INSTRUCTIONS
4.	CURRENT INTELLIGENCE ANALYSIS FILE	84.0	Temporary. Screen periodically and destroy inactive material when no longer needed.
	<p>Consists of collections of source material containing intelligence information relating to [REDACTED]</p>		
	<p>[REDACTED] Files are maintained on Branch level and contain information reports, cables, clippings, extracts, and various source documents which are used by the analysts to prepare items for OCI publications and briefings. Filed by country and according to library code system.</p>		
5.	RESEARCH MATERIAL FOR NIS PROGRAM	4.0	Temporary. Screen periodically and destroy inactive material when no longer needed.
	<p>Cables, airgrams, US and foreign government reports, mainly of current nature, dealing with Branch countries, used to keep researchers au courant during the period of preparation of specific NIS chapters.</p>		
6.	MAP SAFE	15.0	Temporary. Destroy when obsolete or no longer needed for current reference.
	<p>Contains geographical, political, economic, tribal, historical and [REDACTED] reference by the analysts.</p>		

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CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

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MIDDLE EAST AFRICA DIVISION - [REDACTED]


Deputy Chief, MEAD/OCI

DATE

29 June 72

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH PRODUCTION FILES		
	a. Clipping Books - Consist of items contributed by the Branch and published in the CIB and Weeklies (1962 to present)	6.0	Temporary. Destroy after 3 years. Review files annually and destroy clippings more than 3 years old.
	b. Special Reports - these are items contributed by the Branch for special reports, briefings or as special assignments. Record copies are filed at Division level.	1.0	Temporary. Destroy when material no longer of current interest.
	c. Special Projects - material maintained on an eyes only basis for special projects within the Branch.	10.0	Temporary. Destroy material as it becomes inactive.
	d. The [REDACTED] handbook. Our branch distributes to interested branches.	1.0	Temporary. Destroy when material no longer of current interest.
2.	LIBRARY MATERIAL		
	Books and journals including the Treaty Series, Encyclopedias, Commentary, and others relating to the Arab states.	12.0	Temporary. Return to the Library when no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	INSTRUCTIONS
<p>25X A</p> <p>3.</p>	<p>CURRENT INTELLIGENCE ANALYSTS FILES</p> <p>These are collections of all source documents containing intelligence information.</p> <p></p> <p>a. Source Material Files. Filed by country and library code number.</p> <p>b. Misc. -- press clippings, Comint, State prelims.</p>	<p>SECRET</p> <p>136.0</p> <p>3.0</p>	<p>Temporary. Review files periodically and destroy material no longer needed except that inactive material determined to have future value may be transferred to the Records Center for a two year period then destroy.</p> <p>Temporary. Destroy on a weekly basis or after 2 months, or when material is no longer needed.</p>

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 RECORDS CONTROL SCHEDULE

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OFFICE, DIVISION, BRANCH		CONCURRENCE	
MIDDLE EAST AFRICA DIVISION - North & East Africa Br.		SIGNATURE	25X1A
		TITLE	DATE
		Deputy Chief, MEAD/OCI	29 June 72
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>CURRENT INTELLIGENCE ANALYSTS FILES</p> <p>These are collections of all source documents containing intelligence information relating to Africa. (North & East). Files are maintained by the Branch or analysts according to area of assignment and are used for reference in preparing items for publications or briefings.</p> <p>a. Source Material - contains information reports, cables, extracts, notes, clippings, and other documents. Filed by country and library code number.</p> <p>b. Card Files - consist of 3 x 5 and 5 x 8 card files containing information on personalities, bibliographics, business organizations, political organizations, and other areas of interest to analysts.</p>	<p>108</p> <p>1.0</p>	<p>Temporary. Screen files periodically and destroy material that is obsolete or no longer needed for reference purposes except that material which is determined to have future value may be transferred to Records Center for two years then destroyed.</p> <p>Temporary. Return to the Library when no longer needed for reference purposes</p>
2.	<p>LIBRARY MATERIAL</p> <p>Books relating to areas and topics in which Branch is interested. Used for reference purposes.</p>	10.0	Temporary. Return to the Library when no longer needed for reference purposes.

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ITEM NO.	DESCRIPTION	CLASSIFICATION	INSTRUCTIONS
3.✓	<p>RESEARCH MATERIAL FOR NIS PROGRAM</p> <p>Cables, airgrams, US and foreign government reports, mainly of current nature, dealing with Branch countries, used to keep researchers au courant during the period of preparation of specific NIS chapters.</p>	6.0	<p>Temporary. Screen files periodically and destroy material that is obsolete or no longer needed for reference purposes except that material which is determined to have future value may be transferred to Records Center for two years then destroyed.</p>

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 RECORDS CONTROL SCHEDULE

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23-72 25X1A

CONCURRENCE

OFFICE, DIVISION, BRANCH

MIDDLE EAST AFRICA DIVISION - West Africa Branch

SIG [REDACTED]

TITLE Deputy Chief, MEAD/OCI DATE 29 June 72

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1. ✓	<p>CURRENT INTELLIGENCE ANALYSIS FILES</p> <p>These are collections of all source documents containing intelligence information relating to West Africa. Files are maintained by the Branch or analysts according to area of assignment and are used for reference in preparing items for publications or briefings.</p> <p>Source Material - contains information reports, cables, extracts, notes, clippings, and other documents. Filed by country and library code number.</p>	66.0	Temporary. Screen files periodically and destroy material that is obsolete or no longer needed for reference purposes except that material which is determined to have future value may be transferred to Records Center for two years then destroyed.
2. ✓	<p>LIBRARY MATERIAL</p> <p>Consists of books, journals, etc. used for reference purposes.</p>	30.0	Temporary. Return to Library when no longer needed for reference purposes.
3. ✓	<p>RESEARCH MATERIAL FOR NIS PROGRAM</p> <p>Cables, airgrams, US and foreign government reports, mainly of current nature, dealing with Branch countries, used to keep researchers au courant during the period of preparation of specific NIS chapters.</p>	60.0	Temporary. Screen files periodically and destroy material that is obsolete or no longer needed for reference purposes except that material which is determined to have future value may be transferred to Records Center for two years then destroyed.

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RECORDS CONTROL SCHEDULE

CONCURRENCE

OFFICE, DIVISION, BRANCH

MIDDLE EAST AFRICA DIVISION -- Southern Africa Branch

SIGNATURE

TITLE Deputy Chief, MEAD/OCI

DATE

29 June 72

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1. ✓	<p>CURRENT INTELLIGENCE ANALYSIS FILES</p> <p>These are collections of all source documents containing intelligence information relating to Southern Africa. Files are maintained by the Branch or analysts according to area of assignment and are used for reference in preparing items for publications or briefings.</p> <p>Source Material - contains information reports, cables, extracts, notes, clippings and other documents. Filed by country and library code number.</p>	61.0	Temporary. Screen files periodically and destroy material that is obsolete or no longer needed for reference purposes except that material which is determined to have future value may be transferred to Records Center for two years and then destroyed.
2. ✓	<p>LIBRARY MATERIAL</p> <p>Consists of books, journals, etc. used for reference purposes.</p>	1.0	Temporary. Return to Library when no longer needed for reference purposes.
3. ✓	<p>RESEARCH MATERIAL FOR NIS PROGRAM</p> <p>Cables, airgrams, US and foreign government reports, mainly of current nature, dealing with Branch countries, used to keep researchers au courant during the period of preparation of specific NIS chapters.</p>	8.0	Temporary. Screen files periodically and destroy material that is obsolete or no longer needed for reference purposes except that material which is determined to have future value may be transferred to Records Center for two years and then destroyed.

RECORDS CONTROL SCHEDULE

23/72

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CONCURRENCE

OFFICE, DIVISION, BRANCH

WESTERN HEMISPHERE DIVISION, OFFICE OF THE CHIEF

 TITLE Chief
 Western Hemisphere Div. DATE 15 June 1972

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	DIVISION ADMINISTRATIVE FILES Contains time and attendance records, travel memoranda, inventory memoranda, duty rosters, training requests, polls and surveys, personnel memoranda, security memoranda, Agency notices and regulations, functional directories of CIA and other U.S. Government agencies.	10.0	Temporary. Destroy when obsolete or no longer needed. Retain in current file area. Screen files annually.
2.	PRODUCTION FILES Consists of copies of substantive memoranda, briefings, and regular publications concerning countries under the Division's jurisdiction and books of clippings from OCI publications.	26.0	Temporary. Destroy after two years, except for clip books which are kept indefinitely.
3.	REFERENCE PUBLICATIONS Handbooks, NIS, research aids, technical manuals, etc. Basic or background use.	2.0	Temporary. Destroy when obsolete or replaced.
4.	BOOKS AND PERIODICALS Consists of unclassified publications from the Library or on indefinite loan.	25.0	Temporary. Return books to Library. Destroy publications when no longer needed.
5.	COLLATERAL LOGS	1.0	Temporary. Destroy 10 years after documents shown on forms are downgraded, transfer to Records Center, destroy or send outside control points.

ITEM NO.	DESCRIPTION	VOLUME	INSTRUCTIONS
6	INTELLIGENCE WORKING FILES Various all source material pertaining to the regional specialities covered by the Division. Used by the analyst.	20.0	Temporary. Screen files periodically and destroy that material no longer needed. Material having future value may be transferred to Records Center.
7	RESEARCH FILES Various all source material pertaining to basic research to the countries covered by the Division. Used by the research assistant.	12.0	Temporary. Destroy when no longer needed.
8	MAGNETIC TAPES Used to type various OCI publications, etc.	2.0	Temporary. Used until they wear out; destroy when no longer needed.

RECORDS CONTROL SCHEDULE			SCHEDULE NO. 23-72	25X1A
OFFICE, DIVISION, BRANCH			CONCURRENCE	
WESTERN HEMISPHERE DIVISION - NORTHERN BRANCH			SIGNATURE	DATE
			TITLE	DATE
			CHIEF, NORTHERN BRANCH	25 May 1977
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1 ✓	BRANCH ADMINISTRATIVE FILES Consists of non-substantive memoranda, inter-office correspondence, personnel data, OCI and CIA notices.	2.0	Temporary. Destroy when obsolete or no longer needed. Retain in current file area. Screen files annually.	
2	BRANCH PRODUCTION Consists of copies of substantive memoranda, briefings, and regular publications, concerning areas under the Division's jurisdiction.	3.0	Temporary. Destroy after four months.	
3	REFERENCE PUBLICATIONS Handbooks, research aids, technical manuals, etc. Basic or background use.	4.0	Temporary. Destroy when obsolete or replaced	
4	BOOKS AND PERIODICALS Consists of unclassified publications, from the Library or on indefinite loan.	17.0	Temporary. Return books to Library, destroy when no longer needed.	
5	INTELLIGENCE WORKING FILES Various all source material pertaining to the countries covered by the Division. Used by the analysts.	68.0	Temporary. Screen files periodically and destroy that material no longer needed except that inactive material determined to have future value may be transferred to the Records Center for a two-year retention period then destroyed.	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6	<p>RESEARCH FILES</p> <p>Various all source material pertaining to basic research to the countries covered by the Division. Used by the research assistant.</p>	7.0	Temporary. Destroy when no longer needed.

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RECORDS CONTROL SCHEDULE		SECRET		SCHEDULE NO. 23-72	25X1A
OFFICE, DIVISION, BRANCH				SIGNATURE	CONCURRENCE
WESTERN HEMISPHERE DIVISION - SOUTH AMERICA EAST BRANCH				TITLE	South America East Branch June 1972
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS		
1	BRANCH ADMINISTRATIVE FILES Consists of non-substantive memoranda, inter-office correspondence, personnel data, OCI and CIA notices.	6.0	Temporary. Destroy when obsolete or no longer needed. Retain in current file area. Screen file annually.		
2	BRANCH PRODUCTION FILES Consists of copies of substantive memoranda, briefings, and regular publications concerning areas under the Branch's jurisdiction.	4.0	Temporary. Destroy after four months.		
3	REFERENCE PUBLICATIONS Handbooks, research aids, technical manuals, etc. Basic or background use.	4.0	Temporary. Destroy when obsolete or replaced.		
4	BOOKS AND PERIODICALS Consists of unclassified publications, from the Library or on indefinite loan.	16.25	Temporary. Return books to Library.		
5	INTELLIGENCE WORKING FILES Various all source material pertaining to the countries covered by the Branch. Used by the analysts.	23.0	Temporary. Screen files periodically and destroy that material no longer needed. Material having future value may be transferred to Records Center.		

ITEM NO.	FILE IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6	<p>RESEARCH FILES</p> <p>Various all source material pertaining to basic research to the countries covered by the Division. Used by the research assistant.</p>	<p>SECRET</p> <p>17.0</p>	<p>Temporary. Destroy when no longer needed.</p>

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SCHEDULE NO.

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RECORDS CONTROL SCHEDULE

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TITLE

Chief, South America West Branch

DATE

OFFICE, DIVISION, BRANCH

WESTERN HEMISPHERE DIVISION--South America West Branch

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	BRANCH ADMINISTRATIVE FILES Consists of non-substantive memoranda, inter-office correspondence, personnel data, OCI and CIA notices.	4.0	Temporary. Destroy when obsolete or no longer needed. Retain in current file area. Screen file annually.
2	BRANCH PRODUCTION FILES Consists of copies of substantive memoranda, briefings, and regular publications concerning areas under the Branch's jurisdiction.	2.0	Temporary. Destroy after four months.
3	REFERENCE PUBLICATIONS Handbooks, research aids, technical manuals, etc. Basic or background use.	9.0	Temporary. Destroy when obsolete or replaced.
4	BOOKS AND PERIODICALS Consists of unclassified publications from the Library or on indefinite loan.	15.0	Temporary. Return books to Library.
5	INTELLIGENCE WORKING FILES Various all source material pertaining to the countries covered by the Branch. Used by the analysts.	38.0	Temporary. Screen files periodically and destroy that material no longer needed. Material having future value may be transferred to Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME NO.	DISPOSITION INSTRUCTIONS
6	<p>RESEARCH FILES</p> <p>Various all source material pertaining to basic research to the countries covered by the Division. Used by the research assistant.</p>	9.0	<p>Temporary. Destroy when no longer needed.</p>

RECORDS CONTROL SCHEDULE			SCHEDULE NO. 23-72	25X1A
OFFICE, DIVISION, BRANCH OFFICE OF CURRENT INTELLIGENCE WESTERN HEMISPHERE DIVISION - CARIBBEAN BRANCH			SIGNATURE [REDACTED]	CONCURRENCE [REDACTED]
			TITLE Chief, Caribbean Branch	15 June 1972
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1 ✓	BRANCH ADMINISTRATIVE FILES Consists of non-substantive memoranda, inter-office correspondence, personnel data.	1.0	Temporary. Destroy when obsolete or no longer needed. Retain in current file area. Screen files annually.	
2	BRANCH PRODUCTION FILES Consists of copies of substantive memoranda, briefings, and regular publications concerning areas under the Branch's jurisdiction.	1.0	Temporary. Destroy after four months.	
3	REFERENCE PUBLICATIONS Handbooks, research aids, technical manuals, etc. Basic or background use.	22.0	Temporary. Destroy when obsolete or replaced.	
4	BOOKS AND PERIODICALS Consists of unclassified publications from the Library or on indefinite loan.	32.5	Temporary. Return books to Library.	
5	INTELLIGENCE WORKING FILES Various all source material pertaining to the countries covered by the Branch. Used by the analysts.	86.0	Temporary. Screen files periodically and destroy that material no longer needed. Material having future value may be transferred to Records Center.	

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